

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Cook										NA										7404										04										JW										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position FWS JGS For Cooking 7404, TS-63 Feb 92																																																	
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Cook **POSITION NUMBER** 01-009A

JOB SERIES: 7404 **PAY LEVEL:** NA-4

Summary of Duties: Performs a full range of simple cooking tasks by preparing and cooking items requiring little or no processing such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables. Prepares all forms of hot cereals; broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings. Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets. May prepare and bake pizza. Prepares foods by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, and breading. Weighs, measures, and dispenses foods in accordance with portion controls. Mixes ingredients according to precisely written recipes. Sets up and replenishes salad bar. Covers, dates, and stores leftovers according to established procedures. Cleans and maintains equipment and work areas. Maintains accurate food inventories and rotates stock items to prevent spoilage.

Performs other related duties as required.

Skills and Knowledge: Working knowledge of the methods and procedures relating to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared foods. Ability to read and understand written food service material such as food labels, standardized recipes, etc. Ability to perform basic arithmetic computations in multiplying ingredients for a recipe and calculating how many servings. Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required. Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for serving at specified time. Knowledge of sanitation principles.

Responsibility: Receives assignments in form of written and oral instruction from immediate supervisor who "spot checks" work to ensure it is being performed properly and is available to answer technical questions. Responsible for the proper use and cleaning of equipment, safety practices, personal hygiene, and conformance with sanitation requirements. Detailed instructions are provided on new or more difficult work. Work is evaluated in terms of quality of food cooked and adherence to instructions and time schedules.

Physical Effort: Work requires continual standing and walking, and frequent stooping, reaching, pushing and pulling, and bending. Frequently lifts or moves objects weighing up to 40pounds unassisted, and occasionally lifts or move objects weighing over 40 pounds with the assistance of lifting devices or other workers.

Working Conditions: Kitchens are often warm and noisy. Exposed to steam, fumes, odors, danger of falling, burns, and cuts. Exposed to extremes in temperatures when entering walk-in refrigerators from the warm kitchen.